



Commandant
United States Coast Guard

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COMDTNOTE 1414
30 JUL 02

COMMANDANT NOTICE 1414

CANCELLED: 31 JUL 03

Subj: CH-2 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL, COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF CHANGES. This Notice changes the filing requirements for the CG Form 3303C (series) to align with Military Personnel Data Records (PDR) System, COMDTINST 1080.10 (series) and updates the Enlisted Performance Qualifications for the DC, MK, MST, PA, and SK ratings.

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	1	1	1	1	1	1	1		1					
B		8	20	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1
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NON-STANDARD DISTRIBUTION:

5. PROCEDURES.

- a. Remove and insert the following pages:

Remove

Page 2-1 thru page 2-2

Tab 7, pages 1 thru 17

Tab 16, pages 1 thru 24

Tab 17, pages 1 thru 9

Tab 20, pages 1 thru 7

Tab 24, pages 1 thru 14

Insert

Pages 2-1 thru page 2-2

Tab 7, pages 1 thru 17

Tab 16, pages 1 thru 19

Tab 17, pages 1 thru 12

Tab 20, pages 1 thru 8

Tab 24, pages 1 thru 12

6. FORMS AVAILABILITY. Current up to date copies of CG Form 3303Cs for each rating are available on the World Wide Web at the following address: <http://www.uscg.mil/HQ/G-W/G-WT/G-WTT/G-WTT-2/TRAPOL/QUALS.HTM>.

D.E. CLAPP/s/

Acting Director of Reserve and Training

Encl: (1) CH-2 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C

CHAPTER 2 How to use Enlisted Performance Qualifications

A. **Overview.** This information is provided to help commanding officers/officer in charge, supervisors and members use enlisted performance qualifications.

B. General Information.

1. **Record of Performance Qualifications.** This manual contains the approved Record of Performance Qualifications (Form CG-3303C (series)) for each rating. Records are arranged alphabetically and are included as TABS in Chapter 4. They are also available on Commandant (G-WTT)'s web site: <http://www.uscg.mil/hq/g-w/g-wtt/g-wtt-2/trapol/quals.htm>.
2. **Types of Qualifications.**
 - a. Rating specific enlisted performance qualifications specify core performance standards common to all members within a rating, e.g., Machinery Technician, Storekeeper, etc.
 - b. Military specific enlisted performance qualifications, also known as MRNs, specify core performance standards common to all enlisted personnel in the Coast Guard.
3. **Major Groupings.** Three major expertise levels group enlisted performance qualifications: **Apprentice, Journeyman, and Master.** The purpose of these major groupings is to *distinguish* logical career progression points within the enlisted workforce.
 - a. Apprentice (E-2 to E-4). An apprentice will have a broad understanding of Coast Guard missions and the requisite skills needed to perform entry-level work as defined in the E-2, E-3, and E-4 EPQs. Apprentices are just learning their trade (or entry level skills, e.g., Seaman Apprentice, Fireman Apprentice, Airman Apprentice) and rely on significant mentoring, coaching and supervision. Positive motivation and incentives to support continued learning and improve on-the-job performance is essential for the apprentice. Journeyman (E-5 and E-6).
 - b. Journeyman possess the skills and experience needed to perform most complex tasks associated with their rating with little or no supervision. Journeymen are the front line technical support and operational specialists. Journeymen are proficient in all tasks associated with their rating, to include supervising junior personnel and those tasks associated with military requirements. As supervisors, they have the skills to mentor apprentices. The Journeymen continues to gain technical expertise including management and leadership.
- c. Master (E-7 to E-9). The Master level is the technical, operational and support expert in their field. They possess the skills needed to perform all complex tasks associated with their rating. At this level, the work can range from technical expert to managerial in nature. Primary responsibilities include leading and supervising enlisted personnel, coordinating training, managing resources, developing and implementing and managing strategic policies, etc. Positions such as Officer in Charge, Rating Force Master Chief, Command Master Chief and program manager, are typical assignments at the master level.
4. **Record of Performance Qualification Form Composition.** An enlisted performance qualification consists of a number, i.e., 4.01, 5.03, 7.23, etc., which is listed under an appropriate

“job category”, i.e., Safety, Administration, Engineering, etc. within the Record of Performance Qualifications form.

The Record of Performance Qualifications form Identifies Enlisted performance qualifications for each pay grade by a number. Example:

4.01 - “4” equals E-4. Since it is an E-4 enlisted performance qualification, it is listed in the “Apprentice” skill expertise level. It is the first (x.01) performance qualification number under a particular job category (i.e., “Administration”, “Electronics”, etc.).

5. **Filing.** The Record of Performance Qualifications, CG Form 3303C (series) is filed in accordance with Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series). It serves as the official document upon which demonstration of each performance qualification is certified complete.

C. How to use Enlisted Performance Qualifications in the field.

1. **Member.** Used as a syllabus for career progression and performance standards within the member’s rating. The enlisted member either meets the EPQ standard or does not. This is not the same as the Enlisted Performance Evaluation Form (EPEF) system, which measures a *range* of performance – or proficiency levels – that are not a part of the EPQ system.
2. **Supervisor.** Used as the standard to train for the next pay grade for subordinate personnel. Used as the performance standards for measuring subordinates’ performance on the job.
3. **Commanding Officer.** Used as a standard to measure core competency. Also used as a basis for identifying unit and/or mission specific performance requirements.

RECORD OF PERFORMANCE QUALIFICATIONS
DC

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

Note: The reference material cited in qualifications noted with an asterisk (*) has been duplicated in the correspondence courses. You are not required to purchase the references cited in the qualifications marked with an asterisk. The required information for those particular qualifications can be found in the correspondence courses. All other reference material should be available at your unit, or from government sources. Always obey local codes and laws, follow manufacturers' operating instructions, and observe safety precautions.

DAMAGE CONTROLMAN (Effective for the MAY 2003 Active Duty and Oct 2003 Reserve SWE)

ABBREVIATION
DC

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

[illegible]

REMARKS

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>A. ADMINISTRATION</p> <p>5.01 Schedule Preventive Maintenance IAW Damage Control PMS Manual, TP2006 (series); Manufacturers' Technical Publications; CMPlus user manual, Vol 2; Unit-specific equipment maintenance requirements.</p> <p>Intent: The member must ensure that scheduled maintenance does not interfere with other departments or conflict with unit missions. Member must make sure all resources (special tools, personnel, and equipment) are available to perform scheduled maintenance and safety precautions (lock out/tag out) are considered in scheduling. Member must demonstrate the ability to schedule maintenance for a minimum of one quarter.</p> <p>5.02 Prepare a written estimate for a minor shop project IAW and MLCLANT/PAC SOP.</p> <p>Intent: Member must estimate the resources (people & material) required to complete a minor project which includes but are not limited to small renovations and/or carpentry, welding, or plumbing projects under \$3,000.</p> <p>6.01 Manage a Preventive Maintenance program IAW Naval Engineering Manual, COMDTINST M9000.6 (series), Chapter 081; Damage Control PMS Manual, TP2006 (series); Manufacturer's Technical Instructions; CMPlus user manual, Vol II; and Unit-specific equipment maintenance requirements.</p> <p>Intent: Member must manage organizational level maintenance for a minimum of one quarter; ensuring resources (time, material, training, and special tools) are made available. Member must submit required reports as prescribed in the references.</p> <p>6.02 Perform the duties of a Contracting Officer's Technical Representative (COTR) IAW MLCA SOP/MLCP instruction, and MLC standard specifications.</p> <p>Intent: Member must utilize contract specifications to inspect the quality of contractor workmanship, verify adherence to the specifications as required in the contract, and document status/progress of work. Member need not be designated as a COTR to perform the intent of this performance.</p>		
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RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>7.01 Submit a written estimate for a major work project IAW MLCLANT/PAC SOP.</p> <p>Intent: Member must estimate the materials, resources, and interferences required to complete a major work project. A major work project is defined as a project with an estimated cost exceeding \$3,000. Member shall use the estimate as a basis for completing and submitting an SSMR or CSMP.</p> <p>7.02 Review specifications for planned contractor work IAW MLCA SOP/MLCP instruction and MLC standard specifications.</p> <p>Intent: Member shall review Specifications for any technical shortcomings. Review will include matching CSMP's to the statement of work and ensuring all interferences are identified within the specifications. If changes are needed, member shall submit change recommendations to the appropriate authority. Member shall validate specs by utilizing the CSMP/ECR file and MLC standard specifications.</p> <p>B. CARPENTRY</p> <p>*4.01 Repair drywall IAW Reader's Digest <i>New Complete Do-It-Yourself Manual</i>, and Carpentry and Building Construction.</p> <p>Intent: Given the following types of drywall defects and damages, the member shall perform repairs using the appropriate drywall tools and PPE.</p> <ul style="list-style-type: none"> • Popped nails • Dented or scratched surface • Holes • Water damage <p>Finished repairs shall be smooth and ready for covering (paint, wallpaper) and have an acceptable appearance. Member shall take the necessary precautions to minimize the spread of drywall and joint compound dust in the area of the repairs.</p> <p>4.02 Perform preventative maintenance on stationary power tools IAW Manufacturer's Technical Instructions, unit PMS, and 29 CFR 1900 to 1910.</p> <p>Intent: Member shall complete all PMS as per the manufacturer's instructions. All stationary power tools shall be in good working condition or corrective actions taken for unserviceable tools (i.e.; frayed cords, unusual vibrations, cracked or damaged housings, smoked or burnt wiring smell, inoperable safety switches or guards). Member shall ensure all fences and guards are properly installed and operate according to the above references. Member is not required to make electrical repairs.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>*4.03 Construct a woodworking project IAW Carpentry and Building Construction, and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p>Intent: Given an illustration, sketch, plans, or an existing project to duplicate, the member shall construct a woodworking project as required by unit needs. The member must utilize hand, portable, and stationary power tools as necessary to construct, join, and finish a woodworking project. Wood selection, size, use of glass, type of hardware, stain, and sealer shall be at the discretion of the Supervisor. The project selected shall incorporate the following woodworking fundamentals: edge joining, mitering, ripping, cross cutting, sanding, shaping, the use of adhesives and or fasteners, and staining or sealing. The project shall be sound in construction, have an acceptable appearance, and may be free standing or wall mounted. Examples may include but are not limited to display cases, shelving units, or cabinets. The member shall review the MSDS applicable to selected stains and sealers prior to their use.</p> <p>*4.04 Repair an interior door IAW Carpentry and Building Construction and Manufacturer's Technical Instructions.</p> <p>Intent: Member shall perform repairs to residential interior or non-tight shipboard doors utilizing necessary hand and portable power tools. Repairs should include but are not limited to:</p> <ul style="list-style-type: none"> • Sticking or rubbing along one or more edges. • Door does not clear flooring. • Door springs open • Latches/locksets/closures need adjusting or replacement. <p>Upon completion of repairs the door and hardware shall operate smoothly, as intended by design and have an acceptable appearance.</p> <p>*5.01 Install an interior door IAW Carpentry and Building Construction and Manufacturer's Technical Instructions.</p> <p>Intent: Member must install a residential interior door. Installation should include but is not limited:</p> <ul style="list-style-type: none"> • Cutting and installing the doorframe and trim. • Installing hardware (Locksets, hinges, automatic closures). <p>Upon completion, the door must be level, plumb, open and close smoothly with all hardware operating as designed for intended use. Installation of a shipboard non-tight door or a residential pre-hung door also satisfies this performance qualification.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

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<p>*5.02 Construct a wall IAW Carpentry and Building Construction.</p> <p>Intent: Member shall frame a wall utilizing standard wood framing materials. Construction shall include all of the following:</p> <ul style="list-style-type: none"> • Reading blueprints/sketches. • Laying-out and cutting materials to specifications. • Assembling the components of the wall. • Framing for a window or door opening. • Drywall (install) <p>Upon completion, the framed wall and components will be level and plumb, of sound construction, and fully functional for designed use.</p> <p>*5.03 Install trim work IAW Carpentry and Building Construction.</p> <p>Intent: Member shall utilize available tools and equipment to cut and install interior trim components to include but not limited to; baseboard, door, window, and crown molding. Installed trim will be free of gaps, firmly attached, and have an acceptable appearance.</p> <p>*6.01 Install asphalt shingles IAW Carpentry and Building Construction and Manufacturer's Technical Instructions.</p> <p>Intent: Member shall demonstrate the ability to evaluate the condition of an existing roof, determine the extent of any damage and perform repairs by one of the following methods:</p> <ul style="list-style-type: none"> • Replace damaged shingles. • Overlay existing roof with additional shingles. • Remove and replace all existing shingles. <p>Member will adhere to all safety precautions and personal protective equipment associated with roofing projects, in particular the use of ladders, scaffolding, and roof jacks. The installation of asphalt shingles for new roof construction satisfies the intent of the performance qual.</p> <p>*6.02 Prepare a detailed plan for a construction project IAW Carpentry and Building Construction.</p> <p>Intent: Member shall develop detailed plans for a construction project. Plans consist of a scaled drawing with a materials list. Plans shall include floor, wall, roof, and stair and handrail details as necessary. Member shall incorporate local building codes and acceptable industry practices in the plans. Examples of project plans can include but are not limited to: exterior decks, out buildings (sheds, garages, storage).</p>		
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RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>8.01 Inspect a structure IAW MLC Atlantic/Pacific Instructions; MLC (KSE) Safety and Environmental Health Checklists; and the Maintenance Assessment Guide for Coast Guard Housing, COMDTPUB 11101.21.</p> <p>Intent: Member shall use checklists provided in the above references to inspect Coast Guard owned housing or structures. Member shall use the results of the inspection to schedule/contract maintenance and to develop an SSMR file.</p> <p>C. CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) WARFARE DEFENSE</p> <p>4.01 Test for the presence of CBR contaminants IAW Naval Warfare Publication 3-20.31; Naval Ships' Technical Manual Chapters 470 and 070; Manufacturer's Technical Instructions, and Unit CBR Bill.</p> <p>Intent: In a simulated CBR environment the member will set up and operate unit CBR detection equipment to test for the presence of Chemical, Biological, and Radiological contaminants. Member must follow all safety precautions and procedures as outlined in the references, including proper donning of unit CBR personal protective equipment (PPE). Member shall demonstrate the procedures for performing gross surveys, detailed monitoring, and proper marking and isolation of contaminated areas in accordance with the above references.</p> <p>4.02 Perform personal self-aid for CBR contamination IAW Naval Warfare Publication 3-20.31; Naval Ships' Technical Manual Chapters 470 and 070; Manufacturer's Technical Instructions, and Unit CBR Bill.</p> <p>Intent: In a simulated CBR environment the member must recognize symptoms associated with exposure to CBR agents. The member shall select and administer (SIMULATED) the correct self-aid treatment, which may include the use of Atropine, 2 Pam Chloride, NAPP, and CANA.</p> <p>5.01 Decontaminate personnel and materiel IAW Naval Warfare Publication 3-20.31; Naval Ships' Technical Manual Chapters 470 and 070; Manufacturer's Technical Instructions, and Unit CBR Bill.</p> <p>Intent: In a simulated CBR environment, the member will set up and process personnel through a Contamination Control Area and Decontamination (CCA/Decon) station. Member will coordinate the procedures for simulated gross and detailed decontamination of unit materiel and equipment as outlined in the above references</p>		
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<p>D. COMPARTMENTATION</p> <p>4.01 Maintain watertight closures IAW TP2006, and NAVSEA web sites, http://www.navsea.navy.mil/03w/doorswi1.pdf, http://www.navsea.navy.mil/03w/closures.html</p> <p>Intent: Member shall inspect watertight closures for wear, ease of operation, seal (chalk test), and make necessary adjustments, repairs, and replacement of components to return closures to operable watertight condition.</p> <p>5.01 Verify material conditions of readiness IAW Naval Warfare Publication 3-20.31; Naval Engineering Manual, COMDTINST M9000.6 (series); Naval Ships' Technical Manual Chapter 079, Vol 2, and unit DC Closure Log.</p> <p>Intent: Member shall ensure the specified material conditions of readiness are properly set inport, during normal underway steaming, and during General Emergency & General Quarters. Member will review the unit's DC Closure Log for proper entries of fittings opened in violation of the prescribed material condition.</p> <p>5.02 Review Compartment Check-off Lists (CCOL's) IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Naval Ships' Technical Manual Chapter 079, Vol 2.</p> <p>Intent: Member shall verify unit CCOL's for format, verify compartment numbers, fitting numbers and classifications, the accessibility/location of CCOL. Member will ensure that CCOL's correspond with the unit DC plates and DC book, and submit changes and make corrections as appropriate.</p> <p>E. DAMAGE CONTROL</p> <p>4.01 Apply each of the following pipe patches to a low pressure piping system IAW Naval Ships' Technical Manual Chapter 079, Vol. 2, and Manufacturer's Technical Instructions.</p> <ul style="list-style-type: none"> • Soft patch • Synthoglass <p>Intent: Given simulated damage to low pressure piping systems and a pipe patching kit, the member shall demonstrate by action the procedures for applying each of the above pipe patches. Member must state the characteristics, limitations and safety precautions associated with each type of patch.</p>		
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RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>4.02 Fabricate each of the following types of shoring IAW Naval Ships' Technical Manual Chapter 079, Vol 2.</p> <ul style="list-style-type: none"> • Mechanical • Wood (I, H & K-type) <p>Intent: Given simulated damage, a shoring kit and shoring material, the member shall layout, cut, and erect each type of shoring as applicable for the imposed damage. Member must demonstrate the use of wedges, shoals, and strongbacks to construct shoring. Member shall state the limitations and characteristics for each type of shoring and the safety associated with erecting shoring.</p> <p>4.03 Dewater a space using portable pumps/eductors IAW Naval Ships' Technical Manual Chapter 079, Vol 2, and Manufacturer's Operating Instructions.</p> <p>Intent: Member shall demonstrate by action the ability to set up and operate portable dewatering pumps and eductors (portable and installed) assigned to their unit. Members shall state the characteristics, limitations, and safe-operating procedures associated with each pump/eductor. At a minimum the member shall set up and operate a P-100 and utilize a portable eductor.</p> <p>4.03 Apply each of the following plugs and patches to underwater hull damage IAW Naval Ships' Technical Manual 079, Vol 2.</p> <ul style="list-style-type: none"> • Box • Plate • Bucket • Plugs & Wedges • Rags, oakum <p>Intent: Given scenarios of simulated underwater hull damage and a plugging and patching kit, the member shall demonstrate by action the ability to make emergency repairs utilizing each of the plugs and patches listed above. Member shall state the characteristics, limitations, and improve alternatives with plugging and patching.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>5.02 Restore a vital piping system (Firemain) by isolating & bypassing damage IAW Naval Ships' Technical Manual Chapter 555, Vol 1.</p> <p>Intent: Member shall demonstrate by action the ability to use DC plates to locate valves and isolate or bypass simulated damage to the minimum extent possible to a firemain system. Member will demonstrate by actions the procedures for rigging a temporary jumper between fire hose stations or by special jumper flanged connections to bypass a damaged section of firemain.</p> <p>F. FIREFIGHTING</p> <p>4.01 Extinguish each of the following classes of fire IAW Naval Ships' Technical Manual Chapter 555, Vol 1, Naval Warfare Publication 3.20-31, Naval Engineering Manual, COMDTINST M9000.6 (series), and unit specific Fire Doctrine.</p> <ul style="list-style-type: none"> • Alpha • Bravo • Charlie <p>Intent: Given simulated class A, B, and C fires the member shall demonstrate by action the appropriate procedures and use of equipment for extinguishing each class of fire. Member must demonstrate the donning and use of Personal Protective Equipment (PPE, OBA, SCBA, FFG) associated with fire fighting, selection of the appropriate extinguishing agent/s, fixed or portable, (AFFF, CO2, PKP, Halon, water), effective fire fighting techniques (initial action, accessing the space, reporting, advancing on the fire, fire containment, reflash watch). Member must demonstrate how to set and maintain smoke and fire boundaries.</p> <p>5.01 Perform post fire procedures IAW Naval Ships' Technical Manual Chapter 555, Vol 1; Naval Ships' Technical Manual Chapter 079, Vol 2; Naval Warfare Publication 3-20.31, and unit Fire Doctrine.</p> <p>Intent: Under simulated post fire conditions of a shipboard fire, the member shall perform the following post fire procedures for Class A, B, and C fires as outlined in the above references:</p> <p>Overhaul: Check for all possible areas of fire spread; incorporate the use of thermal imaging equipment to trace hidden fires and hot spots.</p> <p>Post-Fire Desmoking: Desmoke using natural, portable, or installed ventilation.</p> <p>Atmospheric Testing: Use unit's atmospheric testing equipment, test for the presence of oxygen, combustibles, and toxins.</p> <p>Dewatering: Use unit portable and/or installed dewatering equipment to remove firefighting water from the space.</p>		
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RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>6.01 Manage the unit fire prevention program IAW (Afloat) Naval Ships' Technical Manual Chapter 555, Vol 1; Naval Ships' Technical Manual Chapter 079, Vol 2; Naval Ships' Technical Manual Chapter 670; Naval Ships' Technical Manual Chapter 074 Vol 1 and 3; Naval Warfare Publication 3-20.31, and unit instructions. (Shore): Safety & Environmental Health Manual, COMDTINST M5100.47 (series).</p> <p>Intent: Member shall coordinate unit familiarization training with local fire departments, ensure MOU with fire department is on file and current; perform unit inspections to ensure good housekeeping and proper stowage of Hazmat and Hazwaste. Inspect ready fire fighting equipment (extinguishers and hose stations). Ensure safe hot work procedures are followed and general fire prevention awareness exists throughout the unit.</p> <p>G. PLUMBING</p> <p>*4.01 Repair piping systems IAW Naval Ships Technical Manual Chapter 505, Modern Plumbing, and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p>Intent: Given an actual or simulated damaged/deteriorated section of pipe, the member shall remove and replace the affected section of pipe. The member shall demonstrate by action the ability to join PVC (solvent weld), black iron (thread), or copper (solder) piping. Upon the completion of repairs, the system must operate as designed without leaks and returned to original condition. Demonstration of simulated repairs in a shop setting will satisfy the intent of this performance qual. The task must include cutting and assembling several sections of piping and fittings to predetermined dimensions using the methods stated above.</p> <p>*4.02 Repair conventional toilets, urinals, sinks, and shower fixtures IAW Modern Plumbing, and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p>Intent: Given an actual or simulated malfunctioning fixture, the member shall demonstrate by actions the ability to disassemble, inspect, diagnose, and replace worn or damaged components of one or more of the above plumbing fixtures. Upon completion the fixture will operate as designed.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>*4.03 Clear (Unclog) drain, waste and vent (DWV) pipes IAW Modern Plumbing, Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, and Manufacturer's Technical Instructions.</p> <p>Intent: Member shall demonstrate by action the operation of drain clearing tools (snake, plunger, water ram, and auger). Member must demonstrate the use of blue prints to determine the location of and access to a clog in a piping system.</p> <p>5.01 Install appliances IAW Modern Plumbing, Manufacturer's Technical Instructions, Equipment Tag-Out Procedures, COMDTINST 9077.1 (series), and Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p>Intent: Member shall install at least one of the following appliances as applicable to their unit: Garbage disposal, Hot Water Heater (gas or electric), Dishwasher, or Ice Maker. Member must install associated supply, drain, waste, and vent piping and tubing as required. Member must demonstrate by action the appropriate electrical and gas safety procedures associated with installing appliances (Lockout/Tag out).</p> <p>5.02 Repair vacuum flush toilets and urinals IAW Manufacturer's Technical Instructions.</p> <p>Intent: Member must diagnose symptoms of a malfunctioning vacuum flush assembly, replace/repair defective components and return the fixture to full operation.</p> <p>*5.03 Install plumbing fixtures IAW Modern Plumbing, Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>, and Manufacturer's Technical Instructions.</p> <p>Intent: Member will install at least one of the following fixtures as applicable at their unit: sink, toilet, urinal, or shower. Member must make connections to supply, drain, waste, and vent piping as required by local codes and acceptable industry practices. Upon completion, the fixtures will be securely installed at the appropriate level, fully functional, and have an acceptable appearance.</p> <p>*7.01 Design the renovation or new installation of a piping system IAW Naval Ships Technical Manual Chapter 505, Modern Plumbing, Reader's Digest, <i>New Complete Do-It-Yourself Manual</i>.</p> <p>Intent: Given a plumbing renovation or new installation project for a piping system, the member shall design an efficient plumbing system that will conserve materials, is easily serviced, and of adequate size for supply and drainage. Member shall select the appropriate materials, fittings, and fixtures to ensure system design meets end use requirements. Local codes shall be researched and implemented into the design as required.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>H. WELDING & CUTTING</p> <p>*4.01 Repair a piping system using silver brazing process IAW Modern Plumbing, Naval Ships' Technical Manual Chapter 074 Vol 1 & 3, Naval Ships Technical Manual Chapter 505, and Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series).</p> <p>Intent: The member must demonstrate by action the ability to silver braze pipe, fittings, and filler metals, determine the correct solders and fluxes required. Member shall inspect and set up oxy-fuel equipment associated with silver brazing. Demonstrate the proper use of Personal Protective Equipment (PPE) and associated hot work safety procedures. Simulated repairs in a shop setting will satisfy the intent of this performance qual. The member must be tasked with cutting and assembling several sections of piping and fittings to predetermined dimensions.</p> <p>*4.02 Cut mild steel using oxy-fuel equipment for the following tasks IAW Naval Ships' Technical Manual Chapter 074, Vol 1 and 3, Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), and Modern Welding.</p> <ul style="list-style-type: none"> • Remove Components • Fabrication <p>Intent: Member shall demonstrate by action the ability to remove existing mild steel components (i.e. brackets, hardware, pad eyes) from decks, bulkheads, or overheads. The member must also demonstrate the skills to cut mild steel (i.e. mild steel plating, channel iron, I-beam, or angle iron) for project fabrication. The member shall demonstrate proper equipment set up and selection for various cutting applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with oxy-fuel equipment and cutting.</p>		
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RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>*4.03 Cut metal using plasma equipment for the following tasks IAW Naval Ships' Technical Manual Chapter 074 Vol 1 and 3, Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), and Modern Welding.</p> <ul style="list-style-type: none"> • Remove Components • Fabrication <p>Intent: Member shall demonstrate the skills with plasma equipment to remove metal components (i.e. brackets, hardware, pad eyes) from decks, bulkheads, or overheads and cut various metals for project fabrication. The member shall demonstrate proper equipment set up and site preparations for various cutting applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with plasma cutting.</p> <p>*4.04 Assemble mild and stainless steel projects using the shielded metal arc-welding (SMAW) process IAW Naval Ships' Technical Manual Chapter 074 Vol 1 and 3, Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), and Modern Welding.</p> <p>Intent: Member shall demonstrate by action the ability to weld (join) mild steel in all four positions (flat, horizontal, vertical, and overhead), and stainless steel in the flat position only. The member shall demonstrate proper equipment set up and site preparations for various SMAW applications, correct filler metal selection, equipment maintenance, safe hot work procedures, and personal protective equipment associated with SMAW equipment.</p> <p>Projects may include, but are not limited to:</p> <ul style="list-style-type: none"> • New fabrication (i.e.: brackets, shelving/storage units) • Minor structural repairs • Hull repairs above waterline • Handrail and stanchion replacements/fabrication • Stainless steel shoulder pins (water tight door) <p>Welding horizontal pipe that is not rotated satisfies flat, vertical, and overhead positions.</p>		
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RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>*5.01 Inspect welds using non-destructive testing (NDT) methods IAW Naval Ships' Technical Manual 074, Vol 1, 2, and 3; and Modern Welding.</p> <p>Intent: Member shall perform one or more of the listed NDT methods as applicable with unit resources.</p> <ul style="list-style-type: none"> • Visual Inspection • Penetrant Testing • Magnetic Particle <p>Upon completion, member shall identify weld defects, causes, and recommend corrective actions to eliminate weld defects.</p> <p>6.01 Fabricate stainless steel projects using the gas tungsten arc-welding (GTAW) process IAW Naval Ships' Technical Manual Chapter 074 Vol 1 and 3, Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), Modern Welding.</p> <p>Intent: Member shall demonstrate by action the ability to use the GTAW process to weld (join) stainless steel (flat position only) for project fabrication. The member shall demonstrate proper equipment set up and site preparations for stainless steel GTAW applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with the GTAW process.</p> <p>6.02 Fabricate mild steel projects using the gas metal arc-welding (GMAW) process IAW Naval Ships' Technical Manual Chapter 074 Vol 1 and 3, Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), Modern Welding.</p> <p>Intent: Member shall demonstrate by action the ability to use the GMAW process to weld (join) mild steel in all four positions (flat, horizontal, vertical, and overhead), for project fabrication. The member shall demonstrate proper equipment set up and site preparations for mild steel GMAW applications, equipment maintenance, safe hot work procedures, and personal protective equipment associated with the GMAW process.</p> <p>Welding horizontal pipe that is not rotated incorporates flat, vertical, and overhead positions.</p>		
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RATING: DAMAGE CONTROLMAN	INIT	DATE
<p>6.03 Replace mild steel watertight fittings using shielded metal arc welding (SMAW) IAW Naval Ships' Technical Manual Chapter 074 Vol 1 and 3, Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), Modern Welding, and NAVSEA Websites;</p> <p>http://www.navsea.navy.mil/03w/doorswi1.pdf, http://www.navsea.navy.mil/03w/closures.html</p> <p>Intent: Member shall remove existing fitting, prepare surface area, and install new fitting using the SMAW process. Fitting to be replaced may be a WT door, hatch, or scuttle. Site preparation shall involve surface area to be welded, hot work procedures and personnel protection. Upon completion, fitting should pass necessary non-destructive test and operate smoothly.</p> <p>GLOSSARY</p> <p>APPLY: To put on.</p> <p>CLEAR: To free from obstruction (Open).</p> <p>CONSTRUCT: To assemble (welding, plumbing, or carpentry) materials and components of a project.</p> <p>CUT: To divide material to a determined size or shape for use in repairs or construction or to remove material from a structure.</p> <p>DECONTAMINATE: To remove or neutralize CBR contamination.</p> <p>DESIGN: To plan by making preliminary sketch, outline, or drawing.</p> <p>DEWATER: To remove water from a shipboard compartment.</p> <p>EXTINGUISH: To put out.</p> <p>FABRICATE: To design, layout, cut, and assemble a repair or construction of a project.</p> <p>INSPECT: Examine, test, measure, or evaluate spaces or equipment for installation, operation, and performance in accordance with established industry standards, specifications, drawings, technical manuals, directives, policies, or other requirements.</p> <p>INSTALL: To place a new component in position for service or use. (i.e. windows, doors, floorings, roof coverings, plumbing fixtures, and appliances.)</p> <p>MAINTAIN: To preserve, fix, or keep in good repair and working order.</p> <p>MANAGE: To handle or direct with a degree of skill or specialized knowledge. To exercise executive, administrative, and supervisory direction.</p>		
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<p>PPE: Personal Protective Equipment</p> <p>PERFORM: To begin and carry out through completion.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules).</p> <p>REPAIR: To restore to serviceable condition.</p> <p>REPLACE: To remove an existing item and substitute a new or workable item.</p> <p>RESTORE: To put back into use, service, or return to original condition</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority</p> <p>SCHEDULE: To develop a plan, based on time, for allocating resources, people and equipment, and scheduling deadline to accomplish assigned tasks.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding to the prescribed authority.</p> <p>TEST: To check for the presence, type, and location of contaminants.</p> <p>VERIFY: To confirm or establish the accuracy of.</p> <p>SUGGESTED MATERIAL FOR DC REFERENCE LIBRARY.</p> <p>Damage Controlman Third, Second, and First class correspondence courses.</p> <p>Carpentry and Building Construction – Glencoe/McGraw-Hill, Phone 1-800-334-7344 or 972-224-1111.</p> <p>Modern Welding – Goodheart-Wilcox Co., Phone 1-800-323-0440 or 708-687-5000.</p> <p>Modern Plumbing - Goodheart-Wilcox Co., phone 1-800-323-0440 or 708-687-5000.</p> <p>Reader's Digest, New Complete Do-It-Yourself Manual, ISBN 0-89577-378-3</p> <p>The use of the Internet to research building, plumbing, and welding codes is highly encouraged. There are numerous web sites that provide guidance for acceptable building, construction, plumbing, and welding industry practices. MLCLANT/PAC, your servicing CEU, Afloat Training Groups, and Area Training Teams are also excellent sources of information for Damage Control related information.</p>		
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RECORD OF PERFORMANCE QUALIFICATIONS
MK

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING

MACHINERY TECHNICIAN (Effective for the MAY 2003 Active Duty and the OCT 2003 Reserve SWE)

ABBREVIATION

MK

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

[illegible]

REMARKS

RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>A. ADMINISTRATION</p> <p>4.01 Retrieve the following information from CMPlus/MICA/FED LOG utilizing CG Standard Workstation IAW CMPlus user manual volume 2, Federal logistics data (FEDLOG) user's manual (CD-ROM) program.</p> <ul style="list-style-type: none"> a. Engineering Parts Inventory date. b. Engineering PMS data. c. Damage Control information. d. Technical Publications indices. e. Machinery History <p>Intent: The member will demonstrate the ability to navigate the database's, enter data, view and print data.</p> <p>4.02 Perform a Tag-Out as part of maintenance or repair procedure IAW Equipment Tag-Out Procedure, COMDTINST 9077.1 (series).</p> <p>Intent: The member will understand the requirements for equipment tag-out of engineering systems. The member should demonstrate the ability to secure all sources of power to the circuit, close all valves on a liquid, or pneumatic system, disabling all starting devices for rotating machines, and disabling/enabling mechanical lockout systems. The member should demonstrate how to tag-out acting as the person attaching the tag and as the person checking the tag. The member should demonstrate an equipment tag-in, acting as the person removing the tag and as the person checking the tag removal. The member should understand when the equipment or system could be placed back in operation.</p> <p>5.01 Develop engineering department Preventive Maintenance Schedules (PMS) IAW Naval Engineering Manual, COMDTINST 9000.6 (series), chapter 081, and CMPlus user manual volume 2.</p> <p>Intent: The member will develop/prepare amendments to PMS, develop PMS requirements for non-standard local equipment and make PMS entries in CM Plus database.</p> <p>6.01 Maintain unit engineering technical publications and drawings IAW Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600 and Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 086-1.</p> <p>Intent: The member will ensure unit has the appropriate publications by comparing equipment inventory to publications/drawing inventory. Member should be able to enter updates and changes when required.</p>		
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<p>6.02 Maintain the following engineering department reports IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapters 041, 090.</p> <ul style="list-style-type: none"> a. Boat Inspection Report b. Cutter Engineering Report c. Drydock and Underwater Body Paint <p>Intent: The member will develop and prepare each report. Member will make entries; maintain appropriate file inventory and currency.</p> <p>6.03 Maintain the following engineering department files IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapters 041, 090.</p> <ul style="list-style-type: none"> a. ECR Files b. Engineering Work Request (Jet Forms, CMPlus) c. Machinery History Files d. CSMP e. SSMR f. Tag Out Log g. Boat Record <p>Intent: The member will make entries; maintain appropriate file inventory and currency.</p> <p>6.04 Prepare the following casualty report messages IAW Casualty Reporting (CASREP) Procedures (Material), COMDTINST M3501.3 (series), Operational Reports, NWP 1-03-1 (series), MLC Standard Operating Procedures (SOP), and CMPlus User Manual.</p> <ul style="list-style-type: none"> a. Initial b. Update c. Correction d. Cancellation <p>Intent: The member will report status, identify resource needs, assistance required, and repair parts. Member will assign the proper category classification and the time constraints involved.</p>		
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<p>6.05 Compare Shore Side Maintenance Request (SSMR) with the associated Statement of Work IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Civil Engineering Manual, COMDTINST M11000.11 (series).</p> <p>Intent: The member will review Specifications for any technical shortcomings. Review will include matching SSMR to the statement of work and ensuring that the entire scope of the project is addressed. If changes are needed, member will submit change recommendations to the appropriate authority.</p> <p>7.01 Review specifications for an availability period and provide comments IAW MLCA SOP/MLCP instruction/MLC standard specifications, Naval Engineering Manual, COMDTINST M9000.6 (series), CSMP and ECR file.</p> <p>Intent: The member will review Specifications for any technical shortcomings. Review will include matching CSMP's to the statement of work and ensuring all interferences are identified within the specifications. If changes are needed, member will submit change recommendations to the appropriate authority. Member will validate specs by utilizing the CSMP/ECR file and MLC standard specifications.</p> <p>7.02 Develop diesel engine maintenance work list IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and PMS schedule for hourly and conditional procedures.</p> <p>Intent: The member will develop an engine maintenance work list by inspecting the equipment and analyzing data from the applicable trend analysis listed below.</p> <ul style="list-style-type: none"> a. DEMP b. PAR c. ODR d. Engine Hours e. Oil Analysis/Hydraulic Analysis <p>7.03 Submit an engineering Department Budget/Financial Plan IAW unit procedures.</p> <p>Intent: The member will use historical budgetary data, pending unit projects, and current unit shortfalls to submit a budget via the chain of command.</p>		
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<p>B. TRAINING</p> <p>6.01 Conduct a basic engineering casualty control exercise (BECCE) IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 079, NSTM chapter 079 volume 3., Boatcrew Qualification Guide, volume III, Engineer.</p> <p>Intent: The member will coordinate the drill event on either a CG Cutter or CG Standard Boat to include: imposing the drill, preparing the drill card, evaluating the drill, conducting both the pre & post briefing of the watch section.</p> <p>C. ELECTRICAL AND ELECTRONIC</p> <p>4.01 Install new wet cell starter/storage batteries as part of a maintenance or repair procedure IAW standard, NSTM, chapter 313 and Manufacturers Instructions.</p> <p>Intent: The member will demonstrate the ability to connect batteries in series and parallel. Member will understand what happens to amperage/voltage when batteries are connected in either parallel or series operation. Member will fill a wet cell battery with electrolyte and or distilled water. Member will place battery on a charge and understand the differences between initial, boost, normal and floating charge. Member will wear all required safety equipment.</p> <p>4.02 Maintain wet cell starter/storage IAW NSTM, chapter 313 and Manufacturer's Instructions.</p> <p>Intent: The member will as part of a maintenance or repair procedure check specific gravity and interpret readings as determined by the manufacturer's operating instructions for the hydrometer. Member will load test battery, place battery on charge. Member will wear all required safety equipment.</p>		
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<p>4.03 Troubleshoot under supervision, common faults such as opens and grounds in one of the following alternating current electrical circuits IAW the Manufacturer's Technical Manuals and NSTM, chapter 491.</p> <ul style="list-style-type: none"> a. Motor b. Hot start <p>Intent: The member will demonstrate the proper usage of the following tools; multi meter, clamp on ammeter and megger. The member will conduct the following checks; current, voltage, resistance, insulation - resistance -to ground. Member will know and follow all safety precautions.</p> <p>4.04 Troubleshoot under supervision, common faults such as opens and grounds in one of the following DC electrical circuits using, a multi-meter IAW NSTM, chapters 491,330 and 400.</p> <ul style="list-style-type: none"> a. Starting circuit b. Charging circuit c. Lighting circuit d. Engine Alarm Circuit e. Steering <p>Intent: The member will understand basic electrical theory as it applies to direct current (DC) circuits. The member will have a basic understanding of electrical prints. The member will be capable of selecting and operating required test equipment on commonly found electrical components in a Coast Guard Standard or non Standard small boat. The member will conduct basic system checks and understand how to safely isolate electronics in order to prevent damage to those components. Member will troubleshoot for opens, faults and grounds.</p> <p>4.05 Renew electric wire and connectors as part of a maintenance or repair procedure on a Coast Guard standard or non standard boat IAW American wire gage (AWG) NSTM, chapter 320, manufacturer Tech Pubs.</p> <p>Intent: The member will know how to select the proper replacement wire and connectors for DC systems. Member will demonstrate selecting the proper wire then strip and install common compression connectors.</p>		
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<p>5.01 Troubleshoot one of the following electronic circuits to the card level IAW NSTM, chapters 491,330 and 400.</p> <ul style="list-style-type: none"> a. Starting circuit b. Engine Alarm Circuit c. Steering <p>Intent: The member will understand safety and precautions associated with electronics. Member will become familiar with electronic block diagrams and identify components within the diagram for one of the above system found on a standard/non standard boat/cutter. Member will use a multi meter to isolate a fault to the card level. Member will remove/renew faulty card.</p> <p>6.01 Renew the following Alternating Current system components as part of a maintenance or repair procedure IAW NSTM, chapter 302 and Manufacturer Tech Pubs.</p> <ul style="list-style-type: none"> a. Motors 1 hp or less b. Switches <p>Intent: The member will renew AC components following all applicable safety precautions. The member will select the proper replacement components by comparing nameplate data. The member will then install the component using the proper connectors then place system back into operation.</p> <p>7.01 Troubleshoot one of the following electronic systems as part of a maintenance or repair procedure IAW NSTM, chapter 320 and 491.</p> <ul style="list-style-type: none"> a. Charging system b. Engine alarm system c. Bilge alarm system d. Starting systems e. Auxiliary system <p>Intent: The member will select test equipment to troubleshoot and take corrective actions to repair one of the above systems. Member to possess the ability to read block diagrams.</p>		
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<p>D. VALVES</p> <p>4.01 Maintain the following valves found in common Coast Guard systems as part of a maintenance or repair procedure (e.g.; Firemain, Raw Water, Potable Water, Chill Water, Fuel Oil, Sewage and Hydraulic oil) IAW NSTM, chapter 505 and MLC Standard Specifications.</p> <ul style="list-style-type: none"> a. Check b. Pressure regulating/relief c. Ball d. Butterfly e. Gate f. Globe g. Needle h. Petcock i. Temperature controlled/regulating <p>Intent: The member will understand the functional characteristics of the above type valves. Member will perform basic maintenance associated with each type of valve to include lubrication, cycling, visual inspection, testing and understand how to perform lapping procedures. Member will identify safety procedures with removing/installing valves.</p> <p>E. TUBING, PIPING AND HOSES</p> <p>4.01 Assemble tubing/copper pipe as part of a maintenance or repair procedure using each of the following techniques IAW NSTM, chapter 505.</p> <ul style="list-style-type: none"> a. Silver Soldering/brazing b. Soft Soldering c. Flare fittings d. Compression fittings <p>Intent: The member will understand how to select the proper assembly technique. Member will safely operate the oxy/acetylene torch, cut, size, bend, flare tubing/pipe and solder tubing/pipe.</p>		
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<p>4.02 Install flexible hose as part of a maintenance or repair procedure IAW Naval Engineering Manual, COMDTINST M9000.6.(series), chapter 505, NSTM, chapters 556/505 and Manufacturer's Tech Pubs.</p> <p>Intent: The member will select proper tools and replacement materials to include; flexible hose, reusable fittings, gaskets, and thread sealers prior to conducting the job. Member will understand how to size, assemble, install, and test flexible hose.</p> <p>4.03 Install flange shielding to a piping system using proper tools and materials IAW Naval Engineering Manual, COMDTINST M9000.6 (series) chapter 077, NSTM Chapter 635.</p> <p>Intent: The member will demonstrate proper installation techniques and demonstrate the proper usage of lockwire pliers.</p> <p>4.04 Install PVC and Steel piping as part of a maintenance or repair procedure IAW NSTM chapter 505 and Manufacturer's Tech Pubs.</p> <p>Intent: The member will demonstrate the proper usage of the following tools when performing this qualification: bench grinder, drill press, taps dies, thread files. Member will select replacement materials to include; steel, stainless steel, PVC piping, fittings, gaskets, glue, primer and thread sealers prior to conducting the job. Member will cut, size, and thread piping.</p>		
F. AUXILIARY EQUIPMENT		
<p>4.01 Operate an AC&R system IAW GoodHeart & Wilcox Modern Refrigeration Book, Manufacturer Tech Pubs, and EOP.</p> <p>Intent: The member will understand theory of operation, component function and be capable of system component identification. Given a secured AC&R system, member will properly place system on line and then secure.</p>		
<p>4.02 Troubleshoot and Repair the common casualties associated with centrifugal pumps as part of a maintenance or repair procedure IAW Manufacturer Tech Pubs, and NSTM, chapter 503</p> <p>Intent: The member will understand centrifugal pump theory. Member will systematically locate cause of casualty. Member will know all safety precautions associated with performing maintenance and repairs. Member will conduct repairs which include; replacing seals, bearings and impellers.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>4.03 Maintain air compressors as part of a pneumatic system IAW NSTM, chapter 551, and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the basic safety and principles of operation of either a start air compressor; ships service air compressor or a fixed shop air compressor. Member will be adjust drive belt tension, clean cooling fins, replace air filters add and change oil.</p> <p>4.04 Maintain strainers and filters in the following systems IAW units PMS Procedures, Manufacturer Tech Pubs.</p> <ul style="list-style-type: none"> a. Fuel b. Oil c. Sea Water d. Air e. HVAC <p>Intent: The member will understand the functional characteristics of simplex and duplex strainers. Member must know associated safety precautions. Member will know how to clean or replace strainers filters.</p> <p>5.01 Maintain potable water tanks and system IAW Naval Engineering Manual, COMDTINST 9000.6 (series), Water Supply and Waterwaste Disposal Manual, COMDTINST M6240.5 (series) and NSTM, chapter 533.</p> <p>Intent: The member will conduct P/W testing and treatment (Bromine and Chlorine) procedures.</p> <p>5.02 Troubleshoot common casualties in a Pneumatic system as part of a maintenance or repair procedure IAW Manufacturer Tech Pubs and NSTM, chapter 551.</p> <p>Intent: The member will know major components of either a ships service, start air, or shop fixed air system. Member will systematically troubleshoot a non-functioning system to determine what component or components have failed, to include; pressure regulating, pressure relief valves, air water separators, and isolation valves. Member will renew defective components, and/or adjust components to restore the system to proper operation.</p>		
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<p>6.01 Overhaul one of the following types of heat exchangers found in MDE's, SSDG's, AC&R, ASW, and MGT's IAW Manufacturer Tech Pubs, PMS schedule and NSTM, chapter 254.</p> <ul style="list-style-type: none"> a. Tube & Shell b. Fin & Tube c. Plate Type <p>Intent: The member will clean and overhaul a heat exchanger from one of the above systems.</p> <p>G. BOILER AND DISTILLERS</p> <p>5.01 Maintain a reverse osmosis system IAW NSTM, chapter 531, volume 3 and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the principals of operation. Member will be capable of changing oil in the high PSI pump, changing the filters, both membrane and sand.</p> <p>6.01 Maintain Auxiliary Boiler found on either a Coast Guard Cutter or shore facility IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 517, NSTM, chapter 220, volume 2, PMS schedule and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the principals of operation and be capable of performing adjustments and repairs to the following components;</p> <ul style="list-style-type: none"> a. Fuel nozzles b. Blower assemblies c. Flame detector ring d. Fuel pump e. Handhole Covers & Gaskets f. Electrodes g. Photoelectric eye h. Safety Devices i. Firing Controls 		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>6.02 Maintain flash type evaporator IAW Water Supply and Waterwaste Disposal Manual, COMDTINST M6240.5 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), NSTM, chapter 533. and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the principals of operation and will adjust steam, feed water, distillate and brine flows. Member will treat feedwater and clean unit as per PMS procedures.</p> <p>H. OILY WATER SEPARATORS</p> <p>5.01 Maintain an oily water separator IAW the Manufacturer Tech Pubs, PMS procedures and NSTM, chapter 593.</p> <p>Intent: The member will understand the principals of operation. Member will align system, adjust the OCA, monitor PPM, inspect or replace coalescing elements and maintain safety devices.</p> <p>6.01 Troubleshoot and Repair an oily water separator as part of a maintenance or repair procedure IAW Manufacturer's Tech Pubs NSTM, chapter 593.</p> <p>Intent: The member will systematically troubleshoot an inoperative OWS, identify faults such as loss of power, loss of pump suction, and system stuck in a constant re-circulation cycle. Member will take corrective actions to bring system up to full operation.</p> <p>I. LUBE OIL AND FUEL OIL SYSTEMS</p> <p>4.01 Compare and Test Lube Oil Viscosity using a viscosity gage and falling ball comparator IAW Naval Engineer Manual, COMDTINST M9000.6 (series), NSTM, chapter 262 and Manufacturer's Tech Pubs.</p> <p>Intent: The member will understand the safety precautions associated with drawing lube oil samples from running equipment. Member will understand the causes and effects of viscosity changes. Member will know what operating hour intervals to pull oil samples.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>4.02 Prepare Lube Oil Sample for Spectro analysis IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 262.</p> <p>Intent: The member will follow all safety precautions. Member will draw sample, label, package and mail lube oil samples to the testing facility.</p> <p>4.03 Conduct a fuel oil test prior to fueling a CG Standard Boat or Cutter IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 541, NSTM, chapter 541 and Unit's Engineering Standing Orders.</p> <p>Intent: The member will draw a fuel sample prior to refueling and check for water sediment and report finding to the Fueling Officer.</p> <p>7.01 Conduct a shipboard fueling operation IAW Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 541, NSTM, chapter 541 and Unit's Engineering Standing Orders.</p> <p>Intent: Following all safety procedures the member will oversee set-up, treatment, receipt and transfer of fuel.</p> <p>J. BEARINGS AND SEALS</p> <p>4.01 Renew gaskets, seals, packing, and/or O-rings as part of either a maintenance or repair procedure IAW NSTM, chapter 078, Volume, 244.</p> <p>Intent: The member will select the proper materials, and fabricate gaskets. The member will demonstrate the proper usage of the following tools when performing this qualification: gasket cutter, packing puller, and seal puller. The member will then install new gaskets/seals/packing/O-rings used in Coast Guard machinery.</p> <p>5.01 Troubleshoot and Renew bearings found in common Coast Guard systems (eg; diesel engines, pumps, air compressors) IAW NSTM, chapter 244, and Manufacturer Technical Publications.</p> <p>Intent: The member will understand the principals of operation for the following bearing types; ball, roller, precision inserts, thrust bearings, bushings, collars and needle bearings. Member will perform basic maintenance to include lubrication, cleaning and inspecting bearings. Member will know common causes of bearing failure how to replace failed bearings.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>K. MECHANICAL SKILLS</p> <p>4.01 Align a Pump Shaft as part of a maintenance or repair procedure IAW NSTM, chapter 503, Preventive Maintenance Schedule Manual (PMS), and Manufacturer Tech Pubs.</p> <p>Intent: The member will understand the importance of proper pump alignment. Member will understand the different techniques used to align common pump couplings. The member will demonstrate the proper usage of the following tools when performing this qualification: dial indicator, machinist rule and thickness gages.</p> <p>4.02 Replace gauges as part of a maintenance or repair procedure IAW Manufacturer Tech Pubs.</p> <p>Intent: The member will select the appropriate gauge and identify the operating characteristics of the following gauges:</p> <ul style="list-style-type: none"> a. Temperature b. Duplex c. Compound d. Manometer <p>L. HYDRAULICS</p> <p>4.01 Maintain a hydraulic system IAW NSTM, chapter 556, Naval Engineering Manual, COMDTINST M9000.6 (series), Manufacturer Tech Pubs and unit PMS procedures.</p> <p>Intent: The member will understand the functional characteristics of the following components; Reservoirs, pumps positive displacement (vane, piston & gear), Motors (vane, piston & gear, cylinders (single, double acting), control valves. Member will draw a hydraulic oil sample for spectro-analysis, package and mail. Member will change filters, clean strainers and inspect for leaks.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>6.01 Troubleshoot a hydraulic system IAW NSTM, chapter 556, Naval Engineering Manual, COMDTINST M9000.6 (series), Manufacturer Tech Pubs and unit PMS procedures.</p> <p>Intent: The member will understand hydraulic theory and positive displacement pump theory. Member will conduct systematic checks of the following components to locate malfunction; pumps, motors, reservoirs, cylinders, filters, strainers and control valves. Member will make recommendations for corrective action. Once corrective action taken, member is to conduct Operational test.</p> <p>M. OUTBOARD MOTORS</p> <p>4.01 Maintain an outboard engine IAW Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Tech/Service Manual.</p> <p>Intent: The member will understand the mechanical and electrical components of an outboard motor and conduct Preventative Maintenance. Member will change lower unit oil, tune up, change zincs, adjust synchronization of carburetors, and replace water pumps. Member to conduct common corrective maintenance associated with outboard motors such as prop replacement, ignition system and charging system component replacement.</p> <p>5.01 Troubleshoot an outboard motor as part of a maintenance or repair procedure IAW Applied Theory for Outboard Technicians and Manufacturer's tech/service manual.</p> <p>Intent: The member will conduct systematic checks of electrical and mechanical components. Member will make recommendations and/or take corrective action.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>N. INTERNAL COMBUSTION ENGINES</p> <p>4.01 Overhaul an internal combustion engine listed in Naval Engineering Manual, COMDTINST M9000. 6 (series), chapter 233, table 233-1 IAW the Manufacturer's Tech Pubs.</p> <p>Intent: The member will overhaul under supervision one of the engines listed in the Naval Engineering Manual, COMDTINST M9000.6 (series). The member will demonstrate the proper usage of the following tools when performing this qualification: inside outside micrometers, dial indicator, calipers, thickness gages, depth gages, bearing pullers, snap ring pliers, machinist rule, torque wrench, gasket cutter, hydraulic press, lock wire pliers, compression tester, and helicoil kit. Member to renew/replace components worn below manufacturer's tolerances. Emphasis will be placed on the engines external attachments. Member to make all required adjustments and place engine back in operation.</p> <p>5.01 Troubleshoot as part of a maintenance or repair procedure an internal combustion engine listed in Naval Engineering Manual, COMDTINST M9000. 6 (series), chapter 233, table 233-1 IAW Manufacturer's Tech Pubs and PMS procedures.</p> <p>Intent: The member will systematically troubleshoot a diesel engine using DEMPS, ODR, PAR, round sheets, and tech pubs then make recommendations for repairs.</p> <p>5.02 Adjust an internal combustion engine listed in Naval Engineering Manual, COMDTINST M9000. 6 (series), chapter 233, table 233-1 IAW Manufacturer's Tech Pubs and PMS procedures.</p> <p>Intent: The member will adjust, overspeed trips, governors, fuel racks, valves, injectors, and linkages to any engine listed in the Naval Engineering Manual, COMDTINST M9000.6 (series), table 233-1.</p> <p>6.01 Supervise the overhaul of an internal combustion engine listed in Naval Engineering Manual, COMDTINST M9000.6 (series), chapter 233 table 233-1.</p> <p>Intent: The member will supervise the overhaul of one of the engines listed above in the Naval Engineering Manual, COMDTINST M9000.6 (series). Member to ensure all safety procedures are followed. In addition all tools and parts are staged for overhaul.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>O. MECHANICAL POWER TRANSMISSION EQUIPMENT</p> <p>4.01 Maintain propulsion-shafting seals IAW NSTM, chapters 244, PMS Manual and Manufacturer's Technical Manual.</p> <p>Intent: The member will make inspections and adjustments to any of the common shaft packing glands, seals found on CG Cutters and Small Boats. In addition, using a packing puller tool, remove worn packing. The member will then select the proper replacement packing/seals and install.</p> <p>5.01 Maintain propulsion transmission equipment IAW Manufacturer's Technical. Manual, NSTM, chapter 241 and units PMS schedule.</p> <p>Intent: The member will understand functional characteristics of commonly found reduction gears in the Coast Guard. Member to ensure quality and quantity of lube oil. Member to clean/change filters/strainers.</p> <p>5.02 Conduct a Rudder inspection as part of a maintenance or repair procedure IAW Manufacturer's Tech Pub, NSTM, chapter 562 and units PMS Schedule.</p> <p>Intent: The member will take rudder bearing clearance readings on a Coast Guard Standard Boat. Member will make recommendations concerning the condition found, then enter readings in the boat records.</p> <p>6.01 Align a propulsion shaft found on a Cutter or Standard Small Boat as part of a maintenance or repair procedure IAW NSTM, chapter 243 and Manufacturer's Tech Pub.</p> <p>Intent: The member will understand how the raising and lowering of foundation mounts changes the alignment relationship to the shaft. Member will align a propulsion shaft to an output coupling.</p> <p>6.02 Troubleshoot and Repair as part of a maintenance or repair procedure a propulsion transmission found on either a Cutter or Standard Small Boat IAW Manufacturer's Tech Pub, NSTM, chapter 241 and units PMS schedule.</p> <p>Intent: The member will have knowledge of shafting, gears, clutches, seals, and bearings. Member will make repairs/adjustments to any of the following components, selector valves, control linkages, seals, coolers, thermostats, clutch's, recommend corrective action for common casualties.</p>		
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RATING: MACHINERY TECHNICIAN	INIT	DATE
<p>TERMINOLOGY</p> <p>ADJUST To bring parts or equipment into a truer or more effective setting or relationship.</p> <p>ALIGN place parts in proper position to one another.</p> <p>ASSEMBLEE To fit parts of a machine together.</p> <p>COMPARE To examine the character or qualities of, in order to discover resemblances of differences.</p> <p>CONDUCT To direct or control, lead, or guide.</p> <p>DEVELOP To set forth or make in detail.</p> <p>INSTALL To place a new or modified part in a system or equipment IAW established procedures, standards, specifications, drawings, directives and policies.</p> <p>LAP To cut or polish mating surfaces.</p> <p>MAINTAIN To preserve or keep in good repair.</p> <p>OPERATE To cause to function.</p> <p>OVERHAUL To disassemble, inspect, renew defective components, reassemble and place back in service.</p> <p>PERFORM To carry out an action or pattern of behavior.</p> <p>PREPARE Plan, gather, and assemble information to produce a document (i.e. forms and schedules).</p> <p>RENEW To remove a defective component and install a new component with the same specifications in its place.</p> <p>REPAIR To restore a circuit or machinery to an as intended operational state.</p> <p>REPLACE To remove and reinstall same component.</p> <p>REVIEW - To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>RETRIEVE To obtain data.</p> <p>SUBMIT - To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>SUPERVISE To oversee, to critically watch, motivate and direct activities.</p> <p>TROUBLESHOOT The process of locating and diagnosing faults in equipment by means of systemic checking or analysis.</p> <p>VERIFY To determine the accuracy of recorded information by comparing to physical evidence.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RECORD OF PERFORMANCE QUALIFICATIONS
MST

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING

MARINE SCIENCE TECHNICIAN (Effective for the MAY 2003 Active Duty and the OCT 2003 Reserve SWE)

ABBREVIATION

MST

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

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NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

[illegible]

REMARKS

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>A. WATERFRONT FACILITY IN COMPLIANCE WITH REGULATIONS</p> <p>4.01 PERFORM bulk liquid facility examination IAW 33 CFR 126.10, 154, 156, 158, and Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), section B, Chapters 6.C and 7.</p> <p>INTENT: The Petty Officer will identify, interpret and apply the standards and regulations of the applicable Code of Federal Regulations (CFR) to the type of bulk liquid facility being examined. The Petty Officer should be able to use all accepted practices to ensure compliance with the regulations including, but not limited to, immediate correction, Letter of warning, Notice of Violation. The Petty Officer will demonstrate the ability to recognize and verify during examination the various permits required to handle dangerous cargo. Upon completion of the examination, the Petty Officer must successfully communicate the results of the examination to the Facility representative.</p> <p>4.02 PERFORM designated waterfront facility examination IAW 33 CFR 126, 158, 49 CFR 171 – 179, Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), Section B, Chapter 7, and Marine Safety Manual, Vol. VI, Ports and Waterways Activities, COMDTINST M16000.11 (series), Chapter 1, Sections C & I.</p> <p>INTENT: The Petty Officer will identify, interpret and apply the standards and regulations of the applicable CFR to the type of Designated Waterfront facility being examined. The Petty Officer should be able to use any of the accepted practices to ensure compliance with the regulations including, but not limited to, immediate correction, Letter of warning, Notice of Violation. The Petty Officer will demonstrate the ability to recognize and verify during examination the various permits required to handle dangerous cargo. Upon completion of the examination, the Petty Officer must successfully communicate the results of the examination to the Facility representative.</p> <p>5.01 REVIEW facility file IAW Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), Section B, Chapter 7, Section D.</p> <p>INTENT: The Petty Officer will demonstrate a knowledge of what information is required to be in the facility file by correcting any discrepancies or omissions that are noted.</p> <p>6.01 EVALUATE facility Operations Manual for compliance with 33 CFR 154, Sub Part B IAW Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), Section B, Chapter 7, section D.</p>		
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<p>6.02 EVALUATE facility Response Plan for compliance with 33 CFR 154 Sub Part F, 40 CFR 112, and Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 4.</p> <p>7.01 EVALUATE response actions during an unannounced drill utilizing a facility's approved Response Plan, 33 CFR 154 Sub Part F, 40 CFR 112, and Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 4.</p> <p>B. CONTINGENCY PLANS READY FOR EXECUTION</p> <p>5.01 DEPLOY boom in the following configurations IAW the Manual of Practice for Protection and Cleanup of Shorelines, Vol. II (EPA 600/7-79-1876):</p> <ul style="list-style-type: none"> a. diversion b. containment c. exclusion <p>INTENT: Deploy boom during maintenance, drills, or actual response activities. The Petty Officer will demonstrate a familiarity with the appropriate parameters for using each of the above listed booming configurations and their limitations. The Petty officer will demonstrate a familiarity with the types of boom, parts of a boom and the equipment needed to deploy boom in various configurations.</p> <p>C. SAFE WATERWAYS</p> <p>4.01 PERFORM multi-mission patrols IAW Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 1.</p> <p>INTENT: The Petty Officer will demonstrate proficiency in identifying the various activities and special areas in the port environment. These include, but are not limited to:</p> <ul style="list-style-type: none"> a. Environmentally Sensitive Areas. b. Limited Access Areas. c. Anchorage Areas. d. Lightering or Bunkering operations. e. Bulk, Break-bulk and Container operations. <p>The Petty Officer will report all required activities to the Captain of the Port for follow-up investigation and will identify which activities require immediate actions.</p>		
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<p>7.01 DEVELOP a safety or security zone IAW 33 CFR 6, 165 Sub Parts C-D, Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 1.J, and Volume VII - Port Security - Marine Safety Manual, COMDTINST M16000.12 (series), Chapter 1.</p> <p>INTENT: The Petty Officer will demonstrate familiarity with the Notice of Proposed Rulemaking (NPRM) process. The Petty Officer will demonstrate knowledge of the difference between a safety zone and a security zone and which zone is appropriate for a given situation.</p> <p>8.01 COORDINATE a response exercise IAW Area Contingency Plan, 40 CFR 300, Sub Part C, and Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 4.</p> <p>8.02 UPDATE Area Contingency Plan IAW 40 CFR 109, 40 CFR 300, Sub Part C, and Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 4.</p> <p>D. POLLUTION INCIDENTS DISCOVERED</p> <p>4.01 PERFORM Phase I activities IAW 33 CFR 153 Sub Parts A-B, 40 CFR 110, 300 (Sub Part D), Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 1.B.3.b and 7.B.1, Volume IX – Marine Environmental Protection – Marine Safety Manual, COMDTINST 16000.14 (series), Chapter 5.</p> <p>a. Receive & process pollution report from a reporting source. b. Report initial observation of pollution incident from the field.</p> <p>INTENT: The Petty Officer will determine the various types of oil that could be spilled into the environment based on physical clues. Additionally, the petty officer will recognize clues leading to the identity of a hazardous material, i.e. Placards, labels, UN number, CAS registry number, etc. The Petty Officer will estimate the amount of material spilled or released into the environment. The Petty Officer will demonstrate an understanding of the inter-relationship between the USCG and EPA “On-Scene Coordinators” and determine which organization is the pre-designated OSC for an oil or hazardous materials incident. The Petty officer, demonstrating a knowledge of how Federal, State and Local Agencies interact with the Coast Guard, will determine who should be notified of a pollution incident.</p>		
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RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>E. SUCCESSFUL INVESTIGATION</p> <p>4.01 DETERMINE if an incident meets the requirements of a reportable marine casualty IAW 33 CFR 153 Sub Parts A-B, 40 CFR 110, 117, 46 CFR 4, and Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series).</p> <p>4.02 PERFORM investigative activities to establish that the five elements of a pollution violation exist IAW Section 311 of the Clean Water Act, 40 CFR 110, 117, and Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series), Chapter 5.B.3.d.</p> <p>INTENT: The Petty Officer should demonstrate the ability to prepare a written statement documenting the elements of a Clean Water Act violation.</p> <p>4.03 ISSUE Notice of Federal Interest (NOFI) IAW Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 7.B.3., Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 5.</p> <p>4.04 COLLECT samples IAW Oil Spill Sample Handling and Transmittal Guide, 5th Ed. (USCG Marine Safety Laboratory).</p> <p>INTENT: The Petty Officer will determine which types of samples should be collected and document, handle and transfer custody of oil spill samples as required.</p> <p>4.05 COLLECT the following IAW Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series), Chapter 5:</p> <ul style="list-style-type: none"> a. Witness statements b. Physical evidence c. Photographs/video d. Other relevant documentation <p>INTENT: The Petty Officer understanding the rules of evidence as they pertain to investigations, will collect evidence demonstrating the proper documentation, handling and custody.</p>		
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<p>4.06 DETERMINE the cause of a pollution incident IAW Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series), chapter 3, 46 CFR 4, 46 CFR Subchapter D, 33 CFR 151 thru 157.</p> <p>INTENT: The Petty Officer will determine if a pollution incident occurred due to a violation of applicable pollution prevention regulations. The Petty Officer will also determine other causal factors including but not limited to environmental conditions, personnel factors, or material condition of the vessel or facility.</p> <p>5.01 DEVELOP an incident-specific sampling plan using methods and strategies outlined in the Oil Spill Sample Handling and Transmittal Guide, 5th Ed. (USCG Marine Safety Laboratory).</p> <p>F. ENVIRONMENT IN SAME CONDITION BEFORE AND AFTER POLLUTION</p> <p>4.01 DEVELOP a response strategy for a pollution incident IAW 33 CFR 153, 40 CFR 300 Subpart D, 40 CFR 300 Appendix E.5, Manual of Practice for Protection and Cleanup of Shorelines, Vol. I & II (EPA 600/7-79-1876), and Shoreline Assessment Manual (NOAA HAZMAT Report No. 98-3)ADD NIOSH/ACGIH/CHRIS</p> <p>INTENT: The Petty Officer should demonstrate a working knowledge of the various reference resources available in determining the hazards of a spilled pollutant. The Petty Officer should demonstrate an understanding of physical and chemical properties of a material and apply these properties in determining an appropriate response. The Petty Officer should demonstrate knowledge of the four “routes of entry” of a hazardous material and the various means to protect personnel from these hazards. The Petty Officer will select the proper PPE for a response strategy.</p> <p>4.02 PERFORM survey of potentially impacted areas IAW Manual of Practice for Protection and Cleanup of Shorelines Vol. I (EPA 600/7-79-1876), Shoreline Assessment Manual (NOAA HAZMAT Report No. 98-3), and 40 CFR 300, Subpart D.</p> <p>4.03 PLOT the position of a marine incident on a nautical chart IAW American Practical Navigator vol. 1, NOAA Chart 1.</p>		
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RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>5.01 CONDUCT Phase II activities IAW 40 CFR 300 Subparts D & E, 40 CFR 300 Appendix E.5, and the Shoreline Assessment Manual (NOAA HAZMAT 98-3) and Manufacturers Technical Publications.</p> <p>INTENT: The Petty Officer will evaluate the following pollution incident response considerations: environmental sensitivity, economic and public impact, and select the appropriate recovery methods. Such methods may include but are not limited to mechanical, chemical, or biological means.</p> <p>5.02 SECURE a source of discharge or release IAW 40 CFR 300, Appendix E.2.2b.</p> <p>INTENT: To take direct action or coordinate appropriate agencies/parties in securing the source of an oil discharge or hazardous substance release. The Petty Officer will demonstrate a knowledge of the hazards associated with securing the source and what Personal Protective Equipment (PPE) may be required.</p> <p>5.03 FORECAST the trajectory of a floating pollutant over a period not less than eight hours using the vector addition method established in the Manual of Practice for Protection and Cleanup of Shorelines Vol. I, (EPA 600/7-79-1876)</p> <p>INTENT: The Petty Officer will gather wind, current, tidal data and other weather or environmental factors and apply these conditions to the forecast of the trajectory of the observed pollutant.</p> <p>5.04 CONDUCT response actions based on notification data obtained from a reporting source IAW 33 CFR 153 Subpart B, 40 CFR 110, 117, 300 (Subparts D, E, and Appendix E).</p> <p>6.01 DEVELOP a Site Safety Plan IAW 29 CFR 1910.120(b)(4) and Marine Safety Manual, Vol I (Administration & Management), COMDTINST M16000.6 (series), Chapter 10.</p> <p>6.02 DIRECT Phase III removal actions IAW 29 CFR 1910.120, 33 CFR 133-138, 33 CFR 153 Subpart C, 40 CFR 260 – 263, and 300.</p> <p>INTENT: The Petty Officer will evaluate the effectiveness of removal actions and make adjustments as necessary in response to changes in environmental conditions or operational requirements.</p>		
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RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>6.03 CONDUCT an incident brief using an ICS-201 Form IAW Incident Command System, COMDTINST 3120.14 (series) and the Incident Management Handbook, COMDTPUB P3120.17.</p> <p>6.04 PREPARE the following Phase III action documentation IAW National Pollution Fund Center User Guide, 40 CFR 262, Incident Command System, COMDTINST 3120.14 (series), and the Incident Management Handbook, COMDTPUB P3120.17.</p> <ul style="list-style-type: none"> a. Cost Documentation (CG-5136 Series) b. Incident Action Plan c. Hazardous Waste Manifest <p>7.01 CONDUCT exportable pollution response training designed to familiarize USCG Group, Station, and/or Air Station personnel with the jurisdictional, reporting and initial response requirements outlined in Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 7, and Safety and Occupational Health Training Requirements for Oil Spill Response Activities, COMDTINST 6260.31 (series).</p> <p>G. PROPERLY DOCUMENTED POLLUTION INCIDENT</p> <p>5.01 PROCESS pollution samples IAW Marine Safety Manual, Vol V (Investigations), COMDTINST M16000.10 (series), Chapter 5, Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 7, 49 CFR 171 – 176, and USCG Marine Safety Laboratory Oil Spill Sample Handling and Transmittal Guide.</p> <p>INTENT: Includes storage, transmittal and disposal.</p> <p>5.02 DRAFT pollution report (SITREP-POL) for transmittal IAW Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 7.</p> <p>7.01 DRAFT and submit a FOSC Final Financial Summary pursuant to completion of Phase IV actions IAW National Pollution Fund Center User Guide, Volume IX - Marine Environmental Protection - Marine Safety Manual, COMDTINST M16000.14 (series), Chapter 5, 33 CFR 133-138, and 40 CFR 300(NCP).</p> <ul style="list-style-type: none"> a. Safety Equipment b. Vessel Documents c. Cargo Operations 		
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RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>H. COMMERCIAL VESSEL IN COMPLIANCE WITH REGULATIONS</p> <p>4.01 PERFORM a Basic Examination on a foreign commercial vessel IAW Marine Safety Manual, Vol. II (Materiel Inspection), COMDTINST M16000.7 (series), 33 CFR 151, 155-158, 160, and 164, 46 CFR 30-40, 148, 150, 153, and 154, 49 CFR 171, 172, and 176, as applicable, to include:</p> <ul style="list-style-type: none"> d. Navigation Safety e. Pollution Prevention <p>6.01 PLAN the unit daily vessel boarding schedule IAW Marine Safety Manual, Vol II (Materiel Inspection), COMDTINST M16000.7 (series), Section D, Chapters 4 & 5.</p> <p>INTENT: The petty officer will schedule the appropriate vessel boardings based on analysis of information contained in the port state control boarding matrix and available resources.</p> <p>I. UNIT IN COMPLIANCE WITH SAFETY AND OCCUPATIONAL HEALTH INSTRUCTIONS</p> <p>6.01 SUPERVISE unit safety programs IAW Marine Safety Manual, Vol I (Administration & Management), COMDTINST M16000.6 (series), Chapter 10, Medical Manual, COMDTINST M6000.1 (series), Chapter 12, Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series), Hazard Communication for Workplace Materials, COMDTINST 6260.21 (series), and Implementation of the Benzene Occupational Exposure Standard, COMDTINST 6260.25 (series).</p> <p>J. ENFORCEMENT</p> <p>4.01 PREPARE the following IAW Marine Safety Manual, Vol I (Administration & Management), COMDTINST M16000.6 (series), Chapter 5, Civil Penalty Procedures and Administration, COMDTINST 16200.3 (series), and Marine Pollution Notice of Violation "Ticket" User's Guide, COMDTINST M5582.1 (series):</p> <ul style="list-style-type: none"> a. Verbal/Written Warning b. Notice of Violation c. Report of Violation <p>INTENT: All documentation required to support a given case should be completed including any Coast Guard forms, booklets, and MISLE products.</p>		
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RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>6.01 REPAIR the following IAW Marine Safety Manual, Vol VI, Ports and Waterways, COMDTINST M16000.11 (series), Chapter 1.</p> <p>a. Captain of the Port Order b. Administrative Order</p> <p>Definitions</p> <p>COLLECT: To gather or exact from a number of persons or sources a group of objects, documents, or a body of information.</p> <p>CONDUCT: higher level than perform, determines acceptable conditions and corrective actions.</p> <p>COORDINATE: To contact and utilize personnel resources from other agencies according to existing agreements.</p> <p>DEPLOY: To position, or arrange positioning of, response equipment resources for tactical use during field operations or exercises.</p> <p>DETERMINE: To settle or decide by choice of alternatives or possibilities. "Decide" refers to arriving at a conclusion and to pronounce that decision. "Determine" is to settle or decide by choice of alternatives or possibilities and to fix precisely.</p> <p>DEVELOP: Determine requirements from directives issued by competent authority, establish local requirements, and prepare directive for compliance.</p> <p>DIRECT: 1. To regulate activities, or courses of action, by guiding subordinate leaders or work groups toward the achievement of a particular objective.</p> <p>DRAFT: to produce the first version of a document for review.</p> <p>ENFORCE: Take action to ensure that the provisions of an order or regulation are carried out effectively.</p> <p>EVALUATE: Higher level than review; determine adequacy, identify strengths and weaknesses.</p> <p>FORECAST: To predict the outcome of a situation or the disposition of an object by accounting for the influence of quantifiable external factors relative to the inherent properties of the subject.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: MARINE SCIENCE TECHNICIAN	INIT	DATE
<p>ISSUE: To serve legally binding federal documentation, notices, or declarations to an individual, business, or other distinctive entity, either suspected or proven to be in violation federal, state, or local statutes.</p> <p>PERFORM: To be able to fulfill basic requirements of a monitor, inspection, or investigation.</p> <p>PLAN: To formulate a systematic scheme or program of action in response to an actual or simulated emergency according to Coast Guard authority, jurisdiction, and mission requirements.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules.)</p> <p>PROCESS: To initiate a series of actions or operations leading to a particular end. Example: Process a Letter of Federal Assumption.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SUPERVISE: Higher than conduct, to direct the actions of several teams or functions.</p> <p>SURVEY: To examine a physical area, structure, or vessel and report conditions observed to supervisor and/or other cognizant authorities.</p> <p>UPDATE: Change existing information and records to accurately align them with correct or most recent data.</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RECORD OF PERFORMANCE QUALIFICATIONS
PA

INSTRUCTIONS

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RATING

PUBLIC AFFAIRS SPECIALIST (Effective for the MAY 2003 Active Duty and the OCT 2003 Reserve SWE)

ABBREVIATION

PA

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

[illegible]

REMARKS

RATING: PUBLIC AFFAIRS SPECIALIST	INIT	DATE
<p>A. PUBLIC AFFAIRS</p> <p>4.01 Locate policy on news releases, duties of public affairs personnel and audio/visual productions using the Public Affairs Manual, COMDTINST M5728.2 (series) as a reference in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.02 Draft a news release applying Coast Guard requirements for security, accuracy, propriety and policy in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series) and the DINFOS Training Program of Instruction for BJC.</p> <p>4.03 Prepare a distribution list for release of information using available media guides in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.04 Using the rules for release of information in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series), conduct a mock interview while incorporating command messages.</p> <p>5.01 Prepare a Coast Guard spokesperson for a news media interview in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series) and local command guidance.</p> <p>5.02 Develop an organizational chart of your command, including a brief statement of the functions of your public affairs office and the relationship the public affairs officer has to other command elements, in accordance with the Organization Manual (Coast Guard), COMDTINST M5400.7 (series) and the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>5.03 Develop an organizational chart of a Joint Information Center as it relates to the Incident Command System structure, in accordance with the Joint Information Center Manual.</p> <p>5.04 Review for approval a Fleet Hometown News Release Form and submit it to the Fleet Home Town News Center in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>5.05 Conduct TV or other media interviews in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>5.06 Complete a public affairs specialist watch stander qualifications checklist in accordance with local command guidance and the Public Affairs Manual, COMDTINST M5728.2 (series).</p>		
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<p>5.07 Assemble a media press pack including news releases, background material, biographies, graphics, photos, video footage and maps in accordance with Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>6.01 Coordinate release of information with federal, state and local agencies in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series) and the Joint Information Center Manual as applicable.</p> <p>6.02 Administer a speakers' bureau in accordance with the Naval Education and Training Manual, 10295-B (Journalist 1 & C) Chapter 5.</p> <p>6.03 Provide public affairs guidance to local commands as necessary in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>B. WRITING`</p> <p>4.01 Research files, libraries and other sources to gather information for release of news in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.02 Write a news release in inverted pyramid format using Associated Press style in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.03 Write a news story in inverted pyramid format using Associated Press style in accordance with the DINFOS Training Program of Instruction for BJC based on the following:</p> <ul style="list-style-type: none"> a. Coast Guard message; b. report, instruction, notice or other written material; c. an interview you conducted. <p>4.04 Write cut lines and captions in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.05 Write a feature story in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.06 Write the text for a photo feature in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>5.01 Market a Coast Guard feature story to an external publication or other media outlet in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p>		
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<p>6.01 Draft a recommendation for a public service award in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>C. WEB-BASED SKILLS</p> <p>4.01 Post official information on the DOD World Wide Web site in accordance with DOD guidelines and DINFOS Training Program of Instruction for BJC.</p> <p>5.01 Post news releases, photos and other publicly releasable information to an authorized Coast Guard Web site in accordance with the Policy on Coast Guard Use of Internet/Worldwide Web, COMDTINST 5230.56 (series) and release of information guidelines contained in the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>6.01 Determine the local command's Web site content for compliance with the Policy on Coast Guard Use of Internet/Worldwide Web, COMDTINST 5230.56 (series) and release of information guidelines contained in the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>7.01 Develop guidance to field commands and public affairs personnel concerning Web site content standards in accordance with the Policy on Coast Guard Use of Internet/Worldwide Web, COMDTINST 5230.56 (series) and release of information guidelines in the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>D. IMAGERY</p> <p>4.01 Using a camera light meter, determine the proper exposure for various lighting situations in accordance with the equipment owner's manual and the DINFOS Training Program of Instruction for BJC.</p> <p>4.02 Shoot digital photographs using available light in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.03 Shoot digital photographs using hand held flash equipment in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.04 Plan and shoot digital photographs for a photo feature story in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.05 Correct defects in digital photo images using imaging software in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.06 Review digital images for release approval in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series) and the DINFOS Training Program of Instruction for BJC.</p>		
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<p>5.01 Review Coast Guard original video and photo images for quality, content and adherence to Coast Guard policy in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>5.02 Prepare and transfer Coast Guard digital images and captions to the Coast Guard Visual Imagery System in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>5.03 Edit and duplicate Coast Guard operational video using available audiovisual equipment in accordance with the manufacturer's instructions.</p> <p>5.04 Release Coast Guard operational video and still images to news media in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>6.01 Manage/coordinate unit resources to meet imagery needs in accordance with the Naval Education and Training Manual 10295-B (Journalist 1 & C).</p> <p>6.02 Determine the capability of your office's video and still imagery equipment in meeting your command's video and still imagery needs in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>6.03 Locate and correct safety hazards in audiovisual and photographic work areas in accordance with the Safety Precautions for Shore Activities (NAVMAT P5100 series).</p> <p>7.01 Instruct unit personnel in the proper procedures for reviewing, screening and releasing Coast Guard original video and photo images for quality, content and adherence to Coast Guard policy in accordance with the Public Affairs Manual, COMDTINST 5728.2 (series).</p> <p>E. EDITING AND LAYOUT</p> <p>4.01 Crop, scale and prepare photographs and artwork for reproduction or posting on a Web page in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.02 Select photographs for publication in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.03 Write headlines in accordance with the DINFOS Training Program of Instruction for BJC.</p>		
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<p>4.04 Edit material for grammar, spelling, punctuation, construction and style using the Associate Press Stylebook and the DINFOS Training Program of Instruction for BJC.</p> <p>4.05 Prepare photo feature stories for publication in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>4.06 Edit copy using standard copy editing symbols in accordance with the DINFOS Program of Instruction and the Associated Press Stylebook.</p> <p>4.07 Create page layouts for publication using desktop publishing software in accordance with the DINFOS Training Program of Instruction for BJC.</p> <p>5.01 Edit text for a publication or Web site in accordance with the Associated Press Stylebook.</p> <p>5.02 Using the Public Affairs Manual, COMDTINST M5728.2 (series) as a reference, determine your publication's or Web site's capability to meet the informational needs of you readers.</p> <p>F. ADMINISTRATIVE AND CLERICAL</p> <p>5.01 File correspondence and directives in accordance with the Standard Subject Identification Code (SSIC) Manual, COMDTINST M5210.5 (series).</p> <p>5.02 Find addresses of Coast Guard units using the Standard Distribution List, COMDTNOTE 5605.</p> <p>5.03 Explain abbreviations and content in a Coast Guard message in accordance with the Radiotelephone Communications Handbook, COMDTINST M2300.7 (series) and the DINFOS Training Program of Instruction for BJC.</p> <p>5.04 Prepare a distribution list for a district directive using the Standard Distribution List, COMDTNOTE 5605.</p> <p>5.05 Inventory office and photographic supplies and equipment in accordance with the Property Management Manual, COMDTINST M4500.5 (series).</p> <p>5.06 Prepare procurement requests in accordance with the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p>5.07 Survey damaged and outdated public affairs equipment in accordance with the Property Management Manual, COMDTINST M4500.5 (series).</p>		
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<p>6.01 Prepare public affairs-related reports as required in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>6.02 Conduct local public affairs training programs in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>6.03 Coordinate/manage public affairs assignments to make the most efficient use of resources in accordance with the Naval Education and Training Manual 10295-B (Journalist 1 & C).</p> <p>7.01 Prepare an office budget in accordance with the Naval Education and Training Manual 10295-B (Journalist 1 & C).</p> <p>7.02 Develop and supervise local public affairs training programs in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series)</p> <p>7.03 Write public affairs planning proposals using the Planning and Programming Manual – Volume II (FIELD PLANNING MANUAL), COMDTINST M16010.6 (series) in accordance with the Naval Education and Training Manual 10295-B (Journalist 1 & C).</p> <p>7.04 Review the command's public affairs specialist duty watch stander qualifications for accuracy and currency in accordance with local command guidance.</p> <p>8.01 Draft an after action report in accordance with the Naval Education and Training Manual 10295-B (Journalist 1 & C).</p> <p>8.02 Review and revise as necessary the command's operations plan public affairs annex to align with policy changes contained in the Public Affairs Manual, COMDTINST M5728.2 (series).</p> <p>9.01 Review E-4 through E-9 public affairs specialist performance qualifications for accuracy and currency and submit a recommendation report in writing to the Public Affairs Rating Manager in accordance with the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series).</p> <p>9.02 Using the Nonresident Training Development Manual, review PA2 and PA1 correspondence courses for suitability and submit recommendations to the Public Affairs Rating Manager as necessary.</p>		
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RECORD OF PERFORMANCE QUALIFICATIONS
SK

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING

STOREKEEPER (Effective for the MAY 2003 Active Duty and the OCT 2003 Reserve SWE)

ABBREVIATION

SK

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR

[illegible]

REMARKS

RATING: STOREKEEPER	INIT	DATE
<p>A. SUPPLY SUPPORT</p> <p>4.01 Conduct an inventory of Supplies and Materials IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), CMplus User Manual and CMplus Job Aids.</p> <p>Intent: Member should understand the purpose of completing and maintaining a physical inventory. Member must be able to identify the appropriate type of inventory for a particular situation and when they are required to be conducted. Member should be able to complete the entire Physical Inventory Procedure with, or without using the Barcode reader and ensure all discrepancies are documented and reported to the proper authority.</p> <p>4.02 Prepare the following MILSTRIP documents during the course of an actual Requisition IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series):</p> <ol style="list-style-type: none"> 1. Requisition 2. Cancellation 3. Follow-up 4. Modification <p>Intent: Member must construct each of the MILSTRIP documents and understand which data/codes are entered in each record position. Member must understand the sequence of acquiring material. Member must know the appropriate approval levels for procurement of hazardous material, safety equipment, and reportable property.</p> <p>4.03 Prepare formatted and narrative MILSTRIP messages for the following types of requests IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), and CMplus Job Aids:</p> <ol style="list-style-type: none"> 1. Requisition 2. Cancellation 3. Follow-up 4. Modification <p>Intent: The member should choose the applicable message type and understand the rules that govern when each message is used. Member should understand which data/codes are entered in each record position.</p>		
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<p>4.04 Process incoming materials IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) and Storage and Materials Handling, DOD 4145.19-R-1.</p> <p>Intent: The member should sign, inspect, inventory, and process incoming material. This includes proper handling of receipt documents, marking of materials for storage and material receipt acknowledgement. Member should also determine if material is hazardous, or reportable for property and add any items in the Oracle Fixed Asset Module (FAM) within the required timeframe.</p> <p>4.05 Report MILSTRIP Status to the requisitioner IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) MILSTRIP/MILSTRAP Desk Guide (NAVSUP PUB 409), Defense Logistics Agency (DLA) Customer Handbook.</p> <p>Intent: The member should understand how to interpret supply and shipment status via message, or automated means, inform the originator and take necessary actions to complete the requisition and understand the reasons a MILSTRIP could be rejected.</p> <p>5.01 Prepare a Report of Discrepancy (ROD), (SF-364) IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) for the following:</p> <ol style="list-style-type: none"> 1. Shipping Discrepancy 2. Packaging Discrepancy <p>Intent: The member should understand when to submit an SF-364, the uses and response requirements, time standards for submission and how to distribute the completed form.</p> <p>6.01 Supervise an inventory of supplies and materials IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), CMplus Users Manual and Cmplus Job Aids.</p> <p>Intent: Member shall follow documented inventory procedures, organize and oversee personnel to insure all equipment i.e. scanners, reports, material-handling equipment is available and ensure all safety precautions are followed. Member will interpret the reports and understand how to reconcile any inventory discrepancies, either automatically, or manually.</p>		
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<p>6.02 Prepare a Quality Deficiency Report, (QDR) (SF-368), IAW Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).</p> <p>Intent: The member should understand when to submit an SF-368 and how to notify the proper source of supply. The member must also know the time standards for submission, how to distribute the form and understand disposition and credit procedures for QDR material.</p> <p>B. INVENTORY CONFIGURATION MANAGEMENT</p> <p>4.01 Create an inventory item using CMplus, IAW CMplus User Manual and CMplus Job Aids.</p> <p>Intent: The member should know how to navigate to the proper screen and create an inventory item. The member must also know where to obtain the necessary data to fill in the required fields to save and create a new inventory item.</p> <p>4.02 Issue an inventory item using CMplus, IAW CMplus User Manual and CMplus Job Aids.</p> <p>Intent: The member should know how to navigate to the proper screen and issue an inventory item. The member must also know where to obtain the necessary data, fill in all required fields and issue an inventory item.</p> <p>4.03 Receive items using CMplus, IAW CMplus User Manual and CMplus Job Aids.</p> <p>Intent: The member should know how to navigate to the proper screen to receipt for commercial and MILSTRIP items. The member must also know where to obtain all necessary data to fill in required fields to complete a full or partial receipt.</p>		
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<p>C. SIMPLIFIED ACQUISITION PROCEDURES</p> <p>4.01 Prepare an OF-347, Order for Supplies and Services by manual or electronic means and procure supplies or services within the Simplified Acquisition Threshold (SAT) IAW Federal Acquisition Regulations (FAR), Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series), Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1 (series) Transportation Acquisition Manual (TAM), Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), LUFS-NT Software User/Operator Manual (User's Guide)</p> <p>Intent: The member should understand the entire purchasing process following the six basic steps to procurement, including any necessary waivers, proper documentation, and necessary clauses. Member must also understand the breakdown and assignment of a standard DAFIS Document Number, accounting line and Procurement Instrument Identification Number (PIIN).</p> <p>4.02 Procure supplies or services under the micro purchase threshold using the Government wide commercial purchase card IAW Federal Acquisition Regulations (FAR), Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1 (series), Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) LUFS-NT Software User/Operator Manual (User's Guide)</p> <p>Intent: The member should understand the micro purchase threshold, and the entire purchasing process following the six basic steps to procurement, including any necessary waivers, reviews and proper documentation. Member must also understand the breakdown and assignment of a standard DAFIS Document Number, accounting line and understand procedures for review and approval of Statement of Account (SOA).</p>		
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RATING: STOREKEEPER	INIT	DATE
<p>5.01 Review Procurement Requests for completeness IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), Page 2 of Form DOT F 4200.1.2CG, Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1</p> <p>Intent: The member will review the Procurement Request for accuracy before submitting for procurement. Member should insure the following is correct: accounting data, approval signature, certification of funds, description, delivery date, sources of supply, sole source (if applicable), property review, and Pollution Prevention Coordinator (PPC) review. Member must also ensure conditions have been met for any special Procurement items. Member will contact customer for any missing, or incomplete data.</p> <p>5.02 Prepare a Coast Guard Simplified Acquisition Summary form (DOT F 4230.1) IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p>Intent: The member should understand when the form is used and determine price reasonableness, competition and business size. If written quotes were used, member will verify completed Request for Quotations (SF-18/SF-1449). Member should ensure the summary is properly signed and filed. Any missing information will be brought to the Contracting Officer's attention.</p> <p>6.01 Prepare the following documents IAW Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTIFINST M7000.1 (series), Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series):</p> <ol style="list-style-type: none"> 1. Requisition and Invoice/Shipping Document (DD-1149) 2. Military Interdepartmental Purchase Request (MIPR) (DD-448) <p>Intent: The member should understand when and how to use each form for purchase/transfer of bulk fuel, petroleum oil and lubricants or services and supplies from a DOD/OGA source. Member should also know the proper fund and accounting line for each type of request.</p>		
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<p>6.02 Prepare the following documents by manual or electronic means and procure supplies or services within the Simplified Acquisition Threshold (SAT) IAW Federal Acquisition Regulations (FAR), Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series), Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1 (series) Transportation Acquisition Manual (TAM), Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), LUFS-NT Software User/Operator Manual (User's Guide):</p> <ol style="list-style-type: none"> 1. Solicitation/Contract/Order for Commercial Items (SF-1449) 2. Amendment of Solicitation/Modification of Contract (SF-30) <p>Intent: The member should understand the entire purchasing process following the six basic steps to procurement, including any necessary waivers, proper documentation, and necessary clauses. Member must also understand the breakdown and assignment of a standard DAFIS Document Number, accounting line and Procurement Instrument Identification Number (PIIN) for each form indicated. Member must also understand the different types of modifications and the reasons one is issued.</p> <p>7.01 Review ratification documents for an unauthorized commitment IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), Transportation Acquisition Manual (TAM), Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series).</p> <p>Intent: The member should assist and collect documents from the individual who made the unauthorized commitment to ensure all four steps for ratification have been completed in the required timeframe prior to submission to the Contracting Officer.</p> <p>7.02 Audit closed contract files for compliance IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p>Intent: Member will review a contract file for completeness as per local procurement compliance checklist guidelines. Member should be able to make determination that the file has enough documentation to withstand audit on it's own. Member will report audit results to the Contracting Officer.</p>		
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<p>D. FINANCIAL MANAGEMENT</p> <p>8.01 Complete a unit budget IAW Financial Resource Management Manual, COMDTINST M7100.3 (series). LUFs-NT User's Guide, Appendix A, Funds Management.</p> <p>Intent: The member should have a basic knowledge of the Coast Guard Budget Process and use of appropriations. Member will assist unit in collection of data, backlog lists, and use budget worksheets to forecast the needs of departments for future procurement requirements. Member should coordinate the approval and execution of the budget within the command.</p> <p>E. PROPERTY</p> <p>4.01 Prepare the following documents for transfer of Personal Property between agencies IAW Property Management Manual, COMDTINST M4500.5 (series), IFAMS Software User Operator Manual, (User's Guide), Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series):</p> <ol style="list-style-type: none"> 1. DOD Single Line Item Release/Receipt Document (DD-1348-1) 2. Requisition and Invoice/Shipping Document (DD-1149) <p>Intent: The member should have a basic knowledge of the Property Management Policy and understand the differences between reportable/non-reportable property. The member should also know the purpose of each form and order of priority governing the release of excess property. The member must understand screening, approval and documentation requirements in the Oracle Fixed Assets Module (FAM) and submit the forms for supervisor review.</p> <p>5.01 Transfer Personal Property between agencies IAW Property Management Manual, COMDTINST M4500.5 (series), IFAMS Software User Operator Manual (User's Guide).</p> <p>Intent: The member should review prepared forms, correct any discrepancies and upon approval transfer the Property for disposal, or permanent transfer to another agency or CG unit. The member must document the transfer in the Oracle Fixed Assets Module (FAM).</p>		
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<p>5.02 Review a property report upon completion of a physical inventory IAW Property Management Manual, COMDTINST M4500.5 (series), IFAMS Software User Operator Manual (User's Guide).</p> <p>Intent: The member must know how to produce the report in the Oracle Fixed Assets Module (FAM) and understand when an inventory is required. The member will ensure all required information is included, correct any discrepancies in the (FAM) and depending on the type of inventory, make distribution and ensure survey and final approving authority requirements are met.</p> <p>5.03 Prepare a Report of Survey form (CG-5269), IAW Property Management Manual, COMDTINST M4500.5 (series).</p> <p>Intent: The member will assist custodian as necessary in the block by block preparation of survey reports, for damaged, destroyed, lost or stolen property. The member will also advise the custodian of their Property Management responsibilities.</p> <p>6.01 Review a Report of Survey form (CG-5269), IAW Property Management Manual, COMDTINST M4500.5 (series).</p> <p>Intent: The member must know survey and final approving authority requirements. The member must also know board convening composition and special item requirements. The member will ensure all required information is included and make the mandatory distribution depending on the type of property involved.</p> <p>6.02 Prepare and submit a Report of Excess Personal Property (SF-120) by manual or electronic means IAW Property Management Manual, COMDTINST M4500.5 (series).</p> <p>Intent: The member must know the entire process of reporting excess property, including timeframes, were to submit and proper approval. The member must understand where to obtain all required data, how to withdraw, or cancel an existing SF-120. Member will understand action necessary to release or ship material requested.</p>		
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<p>7.01 Prepare the following annual management reports IAW Property Management Manual, COMDTINST M4500.5 (series):</p> <ol style="list-style-type: none"> 1. Report of Survey Activity 2. Report of Utilization and Donation 3. Report of Non-Federal Recipient 4. Report of Exchange Sale <p>Intent: The member must know how to prepare each report in the proper format and submit on the required date. Member should understand what agencies receive the information and what it is used for.</p> <p>F. TRANSPORTATION</p> <p>4.01 Ship non-hazardous materials through a government approved carrier IAW Inspection, Packaging, Handling, Storage and Transportation Handbook, COMDTINST M4450.1 (series), Transportation of Freight Manual, COMDTINST M4610.5 (series), Packaging of Material, Preservation NAVSUP Pub 502, Vol I, Packaging of Material, Packaging NAVSUP Pub 503, Vol III.</p> <p>Intent: The member must have basic knowledge of policies and procedures for transportation and freight management functions. Member will prepare material, including those requiring special handling for carrier pickup. This will include, labeling, loading, unloading, measuring, packaging and weighing. Member will complete documents requesting shipping from local Electronic Transportation Acquisition (ETA) Site.</p>		
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<p>GLOSSARY</p> <p>AUDIT - To examine and verify accounts and records.</p> <p>CONDUCT - To direct an action or evolution by a documented procedure.</p> <p>COMPLETE - To follow a process or procedure from initial identification to submission of any required reports or forms.</p> <p>CREATE - To take action to make a new record item in a computer application.</p> <p>ISSUE – To take action to give out and place an item in an issued status in a computer application.</p> <p>PREPARE - To plan, gather, and assemble information to produce a document (i.e. forms and reports).</p> <p>PROCESS – To receive, record, and account for incoming material.</p> <p>PROCURE - To purchase a required item through an authorized process.</p> <p>REPORT - To provide information on ongoing purchase requests.</p> <p>REVIEW - To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SHIP - To send material from one place to another via authorized means.</p> <p>SUBMIT - To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>SUPERVISE - To direct an action or evolution as the leader (Supervisor).</p> <p>TRANSFER – To prepare papers and move property from on place to another.</p> <p>A Complete Reading List containing links to all Reference Material related to these Performance Qualifications is located at the Storekeeper Subject Matter Specialist Homepage, at http://www.uscg.mil/hq/tcpet/tpf/sksms/sksms.htm</p>		
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